Job Aid:

How to Complete SBPP Registration: Guidance for Seller Administrators

This Job Aid shows how to:

- Complete the Small Business Purchasing Program (SBPP) application process for those businesses whose Seller Administrators initially selected "Not Now" during COMMBUYS registration **OR**
- Re-activate the SBPP application to submit information for renewal.

Of Special Note:

The Small Business Purchasing Program application is part of the COMMBUYS Registration process. Seller Administrators may elect to by-pass SBPP application during initial registration by selecting "Not Now" when presented with the SBPP Terms and Conditions. Doing so allows Seller Administrators to return to the tab at a later time to complete SBPP application, if desired.

It is advisable to gather necessary information before activating or re-activating the SBPP application. Information submitted into this short form is sent electronically to the Department of Revenue for verification. See Step 6 for a list.
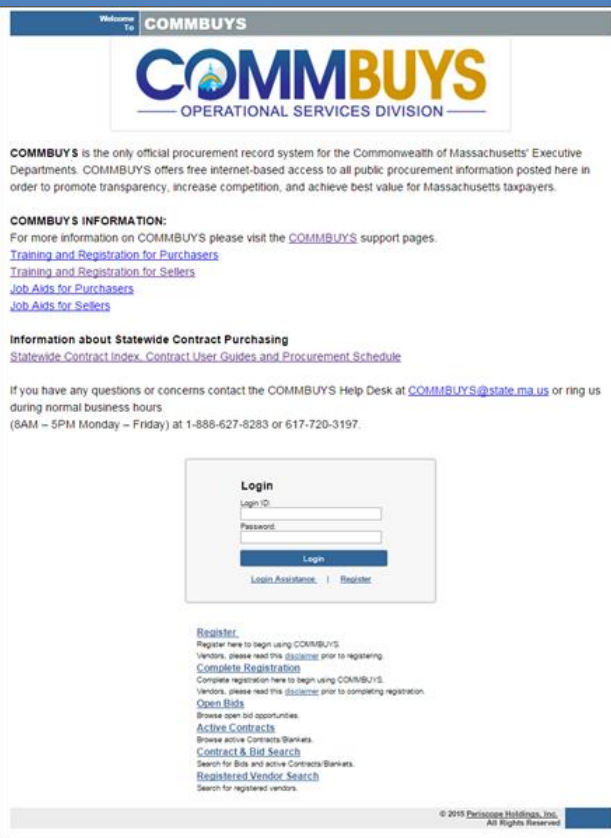
In COMMBUYS, only users with Seller Administrator privileges can maintain a company profile. These instructions assume the logged in user has Seller Administrator credentials.

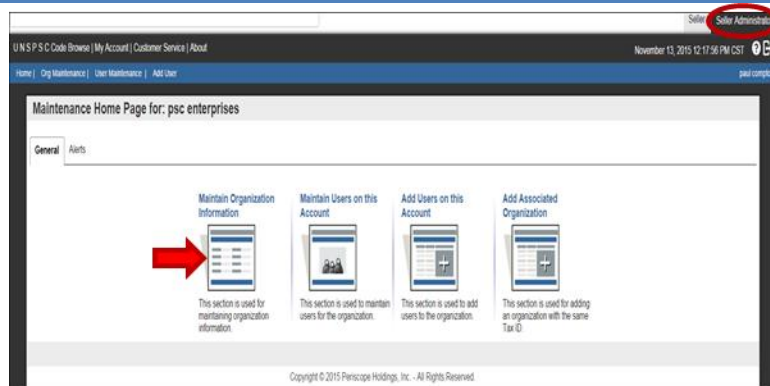| Screenshot	Directions
	Step 1: Login to COMMBUYS 1. Launch the COMMBUYS website by entering the URL for COMMBUYS (https://www.commbuys.com) in the browser. 2. Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.

Job Aid:

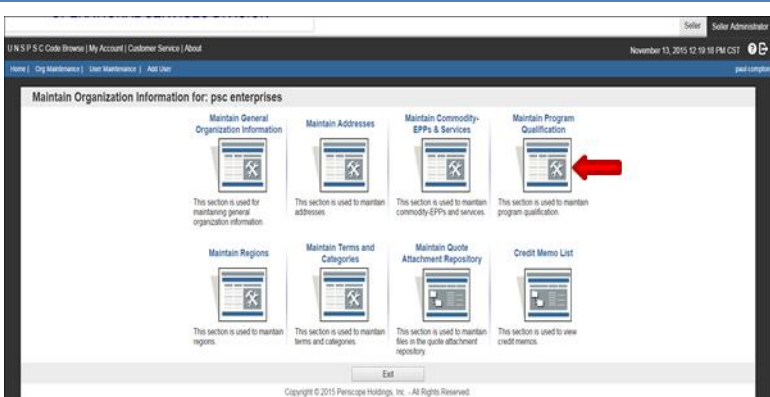## How to Complete SBPP Registration: Guidance for Seller Administrators
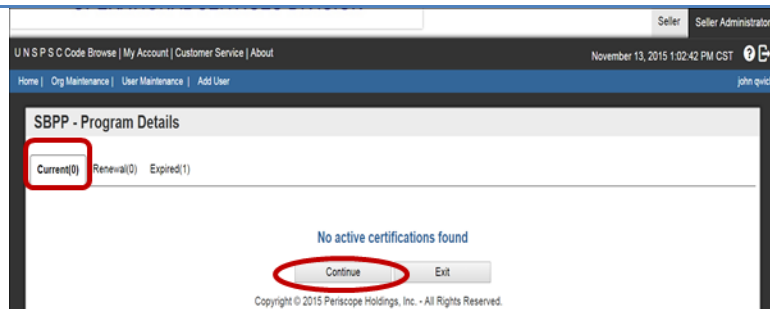
Screenshot	Directions
	Step 2: Access Maintain Organization Tools 1. **Click on** the Seller Administrator tab on the top-right (if user has both Seller and Seller Administrator roles assigned.) 2. **Click on** the Maintain Organization Information icon.
	Step 3: Maintain Program Qualifications 1. Click on the **Maintain Program Qualifications** icon to open the SBPP page.
	Step 4: Program Details 1. There are 3 tabs: Current, Renewal, and Expired. • The **Current** tab displays the message "No active certifications found". Complete an initial SBPP application from this tab. • The **Renewal** tab displays successfully renewed Pre-qualification information. Complete renewal of SBPP certification from this tab. • The **Expired** tab displays all certifications that have passed the Renewal/Expiration date. 2. Click the **Continue** button from either tab.

Screenshot	Directions

Program Qualification Warning

Is your company interested in participating in the Small Business Purchasing Program (SBPP)?

By selecting "I Acknowledge," my company wishes to participate in the Small Business Purchasing Program, and I understand and accept that my company must meet the eligibility requirements specified below. By selecting "I Disagree," I am confirming that my company will not participate in the Small Business Purchasing Program. By selecting "Not Now," you may come back later and register.

I have provided this information under the pains and penalties of perjury. Further, I agree to comply with the following program terms, which are subject to change and my company is subject to annual recertification. If I don't comply, my company will face sanctions including, but not limited to, loss of this COMMBUYS registration, SBPP benefits and SBPP eligibility.

I agree to:

1. Provide true and accurate program information through this COMMBUYS account,

2. Update this COMMBUYS account information if my company has any changes in the SBPP eligibility criteria in order to ensure accurate and complete program information,

3. Provide additional information upon request to support the program eligibility information provided herein,

4. Allow OSD to release the information I provide in order to confirm my eligibility. This information includes, but is not limited to, revenue, number of employees (FTEs), hours worked and tax and wage information by the institution provided by OSD to other public entities including, but not limited to, the Massachusetts Department of Revenue (DOR), Executive Office of Labor and Workforce Development's Division of Unemployment Assistance, Secretary of the Commonwealth and the Office of the Attorney General,

5. Allow DOR to conduct such review and to release relevant confirmatory information to OSD,

6. Allow the Commonwealth to audit or make periodic checks of any of my business's records pertaining to this program, and

7. Provide further information if requested, as it may need to be collected for verification purposes.

[I Acknowledge] [I Disagree] [Not Now]

Step 5: Terms and Conditions
The displayed page is identical to the SBPP program tab in the COMMBUYS Registration process.

1. Carefully read the Terms and Conditions displayed on the top half of the page.

2. Review the Small Business Purchasing Program eligibility requirements displayed on the bottom half of the page (not shown here).

3. Click on **I Acknowledge** to agree to the terms.

Program Qualification Questions

1. Tax ID type *:
2. Employer Identification Number *:
3. Is your principal place of business located in Massachusetts? Your principal place of business is defined as the location of your corporate headquarters. *:
4. Gross revenue/operating budget based on a 3 year average *:
5. Entity name most recent tax return filed under *:
6. Most recent tax year of filing *:
7. Which Massachusetts Department of Revenue tax form was filed for most recent year? *:
8. Number of full time employees employed by the organization *:
9. Most recent Year and Quarter of Massachusetts Department of Unemployment Assistance (DUA) filing *:
10. Ownership type *:
11. Have you ever been disqualified from the Small Business Purchasing Program before? *:
12. Have you been in business for at least 1 year? *:

[Save & Continue] [Reset] [Cancel & Exit]

Step 6: Program Qualification Questions

Enter accurate information into the application. *This data will be automatically transmitted to the Department of Revenue for verification.* It is advisable to gather information before starting the application. Specifically:
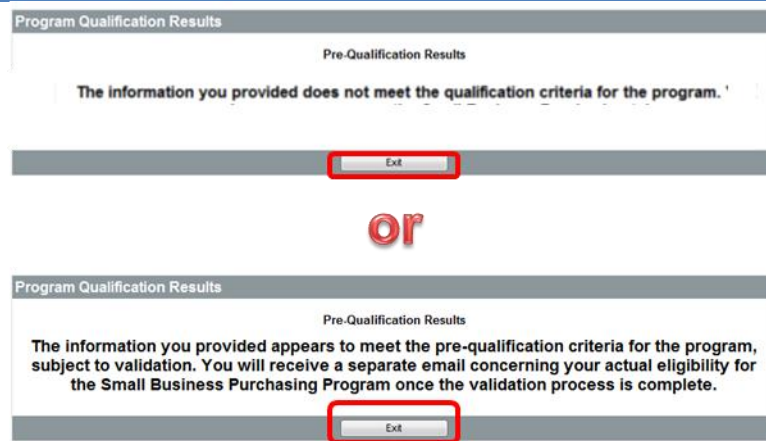
- TAX ID, either FEIN or SSN. Use the ID that corresponds to your latest Massachusetts Income Tax Filing.
- Form Type used to file business taxes for most recent year.
- Average gross annual revenue using the 3-year average of most recent D.O.R. filings. Non-Profit and Not for Profit entities use gross operating budget. *Enter the number without commas, decimal point, or $ sign.*
- Number of Full Time Equivalent employees as reported most recently to the Department of Unemployment Assistance (DUA). Sole Proprietors without employees may enter 0.
- Year and Quarter of latest DUA filing. Sole proprietors may select **does not have employees** from the drop down menu in question 9.
  1. Accurately enter information for questions 2, 4, 5, and 8.
  2. Accurately select from drop-down menus for questions 1, 3, 6, 7, 9, 10, 11, and 12.
  3. Review for accuracy.
  4. Click **Save & Continue** to complete the application.

For clarification on any question, hover over its blue question mark. Doing so triggers a text box with helpful information.

Screenshot	Directions
Program Qualification Results Pre-Qualification Results The information you provided does not meet the qualification criteria for the program. [Exit] **or** **Program Qualification Results** Pre-Qualification Results The information you provided appears to meet the pre-qualification criteria for the program, subject to validation. You will receive a separate email concerning your actual eligibility for the Small Business Purchasing Program once the validation process is complete. [Exit]	**Step 7: Pre-Qualification Results** 1. COMMBUYS displays pre-qualification results. This message is based solely on the information entered into the application, which has not yet been processed by the D.O.R. interface. 2. Click on **Exit**. Application is complete. The Seller Administrator Home Screen will display. COMMBUYS will communicate to you via email once D.O.R. verification is complete. Your SBPP Program status will be marked "certified" if your data was verified and your business meets the eligibility requirements or "uncertified" if your data could not be verified. If you have questions or experience difficulties during the SBPP registration process, please contact COMMBUYS Helpdesk at 617-627-8283.